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16/11

6 January 1959

MEMORANDUM FOR: Director of Training  
THROUGH : Executive Officer  
SUBJECT : Weekly Activities Report No. 1  
Instructional Services Branch  
31 December 1958 - 6 January 1959

I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

A. Film Production

25X1

1. [Redacted]

Based on the rough cut showing, C/ISB decided to re-shoot several short scenes which it is believed will make the finished film more authentic. This has been accomplished and the revisions will be delivered to the editor as soon as our lab can produce the work prints. When the revisions have been incorporated in the rough-cut, Mr. [Redacted] will proceed to revise the narration to fit the length of the film after which actual narration will be recorded. It is difficult to estimate a completion date for this film in view of the foregoing. A minimum of one month should be required to reach the interlock stage.

25X1

2. Graphics Film

25X1

Mr. [Redacted] who wrote the script for this film, spent most of one day discussing with Graphics Personnel changes which they felt were required to make the script authentic. Mr. [Redacted] hopes to review the changes and have the approved script in my hands by the end of this week after which production will commence immediately.

25X

3. Suggestion Awards

Mr. [Redacted] Management Staff, on 6 January, to discuss the script for this film which was found to be generally acceptable. Mr. [Redacted] will proceed to make the necessary changes immediately after which it will be returned for final acceptance. In the meantime, C/ISB will commence casting for the show.

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NO CHANGE in Class.

DECLASSIFIED

Class. CHANGED TO: TS S

25X

DDA Memo, 4 Apr 77

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Date: 14 March 1978

[Redacted]

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4. Security Film - DDI Film

Work on the scripts for these films continues.

B. Miscellaneous

25X1 The Administrative [ ] advised that the electric power  
25X1 requirements for the sound stage have now been met thru installa-  
25X1 tion by [ ] labor of additional conduits. This completes the  
stage with the exception of hanging overhead lights which will be  
accomplished by FPB personnel.

C. Visual Aids [ ]

25X1 Mr. [ ] was married on 3 January and will return to duty  
on 19 January.

25X1 D. Mrs. [ ] is serving temporarily as secretary to the Ch/ISB. 25X



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